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ARCHIVES AND RECORDS CENTER

6 March 1972

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MEMORANDUM FOR: Commanding Officer, [REDACTED]

ATTENTION : Post Engineer

SUBJECT : Moveable Shelving

REFERENCE : Specifications for [REDACTED]

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1. As we approach the end of the Moveable Shelving installation, there are two points of major concern that I would like to bring to your attention. These are: 1. the modification of the A&RC record handling equipment so that it can be used in the Moveable Shelving area and 2. the continuing preventive maintenance and emergency repairs to the Moveable Shelving.

2. During the many discussions prior to the awarding of the contract, the A&RC expressed concern over the slots in the floor where rails, chain drives, etc. were to be located. In fact, by using sections of 2x4's and plywood, the A&RC demonstrated for the RECD, [REDACTED] ENG, [REDACTED] personnel and for various prospective bidders that we could not tolerate a slot wider than the 1 inch called for in the specifications. The A&RC position was modified along the way; and the amendment to the specifications, dated 2 November 1970, divided the A&RC requirement into 2 parts. This change allowed the bidder to only modify the ladder if the slot was not more than 1 1/2 inch.

3. The contractor now installing the shelving does not plan to modify any equipment other than the ladder because he claims the slot does not exceed 1 1/2 inch. It does, in fact, exceed 1 1/2 inch in various aisles; therefore, I request that you take immediate steps to modify the A&RC record handling equipment so that it can be used in the Moveable Shelving area.

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4. The contract requires the contractor to furnish operating and maintenance instruction books and to train people in the operation and maintenance of the system. I strongly recommend that you designate your employee(s) who will be responsible for the maintenance and that you have them start their training with the contractor as soon as possible. Our activities are such that we must have immediate response to a breakdown. The first group of spare parts has been received and turned over to your division for future installation as needed.

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Chief ✓

Distribution:

Orig. & 1 - Addressee
✓cc - RAB
cc - A&RC/Shelving Project
cc - A&RC [redacted] Case File 25X1A6a

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DDS/SSS/RAB/A&RC: [redacted] MLH(2 March 1972)

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